



Michigan Supreme Court


State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30052
Lansing, Michigan 48909
Phone (517) 373-0128

Carl L. Gromek, Chief of Staff
State Court Administrator

MEMORANDUM

DATE: February 7, 2008

TO: Judges
Court Administrators

FROM: Carl L. Gromek 

SUBJECT: Incorporating 501(C)(3) Drug Treatment Court Foundations

The State Court Administrative Office, in conjunction with the Dykema law firm, has developed a website featuring a Drug Treatment Court Foundation Tool Kit. The Tool Kit includes a "How to Create a Drug Treatment Court Foundation" section, as well as all the forms necessary to incorporate as a nonprofit corporation in Michigan and to apply to the Internal Revenue Service for recognition as a tax exempt organization. Other features include documents and forms related to obtaining the necessary license to solicit donations and registering as a charitable trust, along with sample corporate policies and other documents that may be useful in establishing new nonprofit drug treatment court foundations.

The website may be found at: <https://inside.dykema.com/DrugCourtFoundations>. In order to access this site, users will need to contact Carol Knudsen at 517-373-7351 to obtain a username and password.

If you have any questions about the documents contained within the website, please contact Dawn Childress at 517-373-3756 or via e-mail at ChildressD@courts.mi.gov.